

Appointment

From: Marlinga, Richard [marlinga.richard@epa.gov]
Sent: 5/17/2019 4:22:02 PM
CC: R5 Supervisors & Managers [R5_Supervisors__Managers@epa.gov]
Subject: Improved Employee Offboarding/Separation Process Training (for Supervisors)
Location: Lake Michigan Room
Start: 5/23/2019 3:00:00 PM
End: 5/23/2019 5:00:00 PM
Show Time As: Tentative

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English (United States)

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U.S. EPA is implementing a new and improved employee offboarding/separation process. Briefings and training sessions will be held over a two-day period. The sessions will cover the new EPA Policy 3110.5, the Standard Work for Certifying Officials/Supervisors, Standard Work for Separating Employees, One Drive, and the new form 3110-2. It is highly recommended that supervisors attend one of the supervisory focused sessions May 22 or 23, 2019 from 10:00am to 12:00pm. Please feel free to bring your laptop as these are interactive sessions. We look forward to seeing you!

What: New Employee Offboarding/Separation Process
Where: Lake Michigan
When: May 22 and 23, 2019
Time: 10:00am – 12:00pm

Employee Separation Certification Process
Supervisors Session 10:00am – 12:00pm
Agenda

10:00 – 10:15	Welcome
10:15 – 10:25	Overview/History of Process
10:25 – 10:50	Standard Work
10:50 – 11:00	Break
11:00 – 11:30	One Drive, File/Folder Creation
11:30 – 11:45	Form 3110-2, Digital Signatures
11:45 – 12:00	Q & A Session

If you have questions, please contact Lisa Dean 3-0510